## TO-BE Professional Services Rev 7.6.16

Timeline	Average Timeframes: 14 Calendar Days	2-3 Calendar Days	30-45 Calendar Days	14-21 Calendar Days	3 Calendar Days	2-3 Calendar Days	3 Calendar Days	14 Calendar Days - Concurrent		nt Days - Concu	dar 15-30 Calendar Days	30-45 Calendar Days 1 Calendar Day
CPRA Contract Manager	Submit requests for RSIQ via email/memo with SOS  Do-loop - PS, CM, CFO for revisions		Select Technical Review Committee  PS /CM/CFO respond to questions	Technical Committee reviews proposals	Final rankings from Technical Committee to Selection Committee	Selection Committee reviews and notifies PS and CM of award(s)		Email successful proposer(s) the standardized blank rate schedule	Receive all Proposer(s) rate schedules, and calculate maximum rate schedule	Approve final rate schedule schedule  Final rate schedule, scope, & subcontractor List for each contract		
Project Support	Proofread, log and send forms/RSIQ with SOS to CFO  ED approval  Yes  Notify CM  If revisions needed - determine responsible party to revise  Submit to CPRA Accounting	Do-loop - (Revisions) PS corresponds with CM/CFO  CPRA Accounting approval - funding verification  Yes	Advertise according to guidelines & regs in newspapers & websites (CPRA)  Receive & compile questions from Proposers  Post responses to CPRA website	Verify minimum submission requirements met	Compose non-responsive letters  CFO reviews letters  No Revise letters  Yes  ED signs letters  Mail letters		Draft successful & unsuccessful letters  CFO reviews draft letters  Yes  ED signs letters  Mail/email successful & unsuccessful letters, and post successful Proposers to CPRA website			Assemble contrapackages  CFO compliance review  No  Yes  Executive Director contract package	Request BA-22 from CPRA Accounting  Mail contract package to  Mail contract package to	Add contract to active spreadsheet  Email CM when contract is approved & recorded  Mail approved contract to Contract to
Proposer			Submit questions to PS  SIQ proposals submitted to CPRA		Proposer non-responsive		Receive successful & unsuccessful letters	Complete standardized rate schedule	No Accept Yes modified rate schedule		Sign & return contract	
OCR/OSP Technician											Do-loop - PS & OSP for revisions; may need to go all the way back to drafting	No Yes Review
Recommendations N	Define written procedures for each step	·	Establish guidelines for Technical Review Committee	Clarify submittal requirements		Establish guidelines for Selection Committee		Implement time requir	ement for return of rate schedule		Implement time requirement for return of contracts	Dedicated OSP PS mails approved contract (this was removed DNR from
	Document procedural steps for cross-training and succession planning  Move DNR role to CPRA Project Support		Define criteria for technical review evaluation Create ranking system for technical review evaluation Create FAQ, and post on website and in	Edit RSIQ language to denote non-responsive condition  Remove PO Box from		Define committee responsibilities  Establish Selection Committee members Define selection criteria (if		Consider standardized	rate schedule - raw rates with audited m	nultiplier		Removed DNR from process)
	Potential project specific pre-solicitation / informational meeting  Provide training for all roles			advertisement		necessary)						
-	Define all roles and responsibilities  Project Support			!		<u>i</u>						

ED **Executive Director** Chief Financial Officer CFO OCR/OSP Office of State Procurement Scope of Services SOS DNR Department of Natural Resources CPRA

Costal Protection and Restoration Authority

Contract Manager

RSIQ Request for Proposal

CM

BA22 **Budget Authorization Document**